



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

RECEPTIONIST

Announcement #

07-06

Date Opened

February 2, 2007

Closing Date

Open until filled.

Location

San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101

**Duties and
Responsibilities**

The U. S. Probation Receptionist is located in the Clerical Division of the Probation Office. Representative duties include but are not limited to: Receives, screens and refers telephone calls and visitors; answers routine inquiries; notifies appropriate personnel when they have visitors; directs persons reporting from prison or Court to assigned officer for reporting procedures; in the absence of a client's Probation Officer, arranges for the client to be seen by another officer or supervisor; maintains daily logs at reception desk; organizes and prepares case files for officers' use in accordance with established case management procedures; processes documents and forwards packages to proper departments/persons utilizing established office procedures; assists office, as needed, in handling security issues using emergency telephone procedures; enter statistical data into an automated database; operates copier, fax and other office machines; other duties as directed.

Starting Salary

Court Personnel System - Level 22

CL 22, Steps 1 - 13 \$26,465 - \$29,033 Annually with full government benefits

Potential Salary

CL 22, Steps 14 - 61 \$29,247 - \$40,106 Annually with full government benefits

**Minimum
Qualifications**

To qualify for the position of Receptionist, a candidate must be a U.S. Citizen and high school graduate or equivalent. Successful candidates must have strong oral communication skills and be computer literate in a Windows environment. Keyboarding skills of at least 40 wpm is preferred. For placement at salary level above minimum, one or more years of general experience is required. Receptionist experience is preferred. Successful candidates will be required to take an applicable exam and must undergo a background investigation as a condition of employment.

**General
Experience**

Progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**Educational
Substitutions**

Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals 9 months of experience.

**Personal
Characteristics**

A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgement, initiative, and the ability to work and communicate harmoniously with others.

**Send Resume and
Cover Letter to:**

U.S. Probation
Attention: Human Resources
101 West Broadway, Suite 700
San Diego, CA 92101-7991

or e-mail to: HR_CASP@casp.uscourts.gov

UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER